



**STATE OF WASHINGTON**  
**DEPARTMENT OF LICENSING**  
***PO Box 9020, Olympia, Washington 98507-9020***

**HOME INSPECTOR ADVISORY LICENSING BOARD**  
**MEETING MINUTES**

**DATE** August 7, 2008

**PLACE:** Renton City Hall  
Council Chambers Room 702  
1055 South Grady Way  
Renton, WA 98057  
(425) 430-6500

**MEMBERS**

**PRESENT:** Bruce Macintosh, Board Member/Chair  
David Pioli, Board Member/Vice-Chair  
Michael O'Handley, Board Member  
Steven Smith, Board Member  
William Meyer, Board Member  
Stephen Cancler, Board Member  
Deb Wenneman, Board Member

**STAFF**

**PRESENT:** Lee Malott, Program Administrator  
Jerry McDonald, Program Assistant Administrator  
Dolores Casitas, Education Manager  
Deb Wright, Licensing Manager  
Gale Mitchell, Administrative Assistant

**CALL TO ORDER:** Jerry McDonald, Program Assistant Administrator

**A. Welcome**

Jerry McDonald, Assistant Administrator, opened the meeting and invited Senator Spanel to welcome the new board members. Senator Spanel was the prime sponsor of the Home Inspector bill.

**B. Approval of Agenda**

A motion was made to accept the agenda with no changes. The motion was seconded and all board members approved.

**C. Introduction of Board Members and Staff/Roll Call**

Each Board Member introduced themselves by giving their names and a brief background. Jerry McDonald introduced Gale Mitchell, Administrative Assistant, Debbie Wright, Licensing Manager, Dolly Casitas, Education Manager and Lee Malott, Administrator of the Real Estate Program to the board.

**D. Board Ethics, Investigations, & Others**

Jerry McDonald briefed the new board members on their new role and stated they would be held to a higher standard than their peers. The board members represent the State of Washington, The Governor, the Department of Licensing and the Home Inspector Board. Jerry McDonald noted that for the purposes of this board – 4 members make a quorum. Jerry McDonald also explained that if they get complaints from consumer or industry members, to make sure they are forwarded to the Department.

**E. Adoption of Rules of Order**

Jerry McDonald explained that most board meetings are open, inviting and cordial. However, in the next few months, there will be a lot of work and very little time. So when road blocks occur, it will be necessary to follow the bylaws and Roberts Rules of Order.

**F. Election of Board Chair**

Mike O’Handley nominated Bruce Macintosh. There were no other nominations. The nomination was seconded. All board members approved Bruce Macintosh as chair of the Home Inspector Board. Jerry McDonald called for a short recess while he briefed Chair Macintosh. Chair Macintosh called the meeting back to order after the short recess.

**G. Election of Board Vice-Chair**

Chair Macintosh called for nominations for Vice Chair. Mike O’Handley nominated Dave Pioli, P.E. Dave Pioli accepted the nomination. Deb Wenneman nominated Mike O’Handley as Vice Chair. Mike O’Handley declined the nomination. The nomination for Dave Pioli as Vice-Chair was seconded. All board members approved Dave Pioli as Vice-Chair.

**H. Staff Explanation of Subcommittee Work and Organization**

Chair Macintosh asked Jerry McDonald to briefly explain the subcommittee work and organization. Jerry gave an overview of the purpose and organization of subcommittees.

**I. Creation of Subcommittees & Chair Appointments**

The board approved the creation of the Education, Licensing, and Changing Business Practices subcommittees as follows:

- **Education**

Education Chair Macintosh appointed William (Bill) Meyer as chair, and Stephen Cancler and Mike O’Handley as members. This subcommittee will be meeting on September 10, 2008 and October 9, 2008 prior to the next Board Meeting.

- **Changing Business Practices**

Chair Macintosh appointed Mike O’Handley as chair, and Bruce Macintosh and Stephen Cancler as members. This subcommittee will be meeting on August 22, 2008 and September 10, 2008

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- **Licensing**

Chair Macintosh appointed Dave Pioli as chair and Deb Wenneman and Steven Smith as members. This subcommittee will be meeting on September 4 and 24, 2008.

**J. Topic Assignments to Subcommittees**

The following topics areas were assigned to the following committees:

- **Education**

Classroom Instruction, Field Training Components, Continuing Education Course Approval

- **Changing Business Practices**

Standards of Practice, Professional Conduct, Ethics, Standards for written reports, Advertising

- **Licensing**

Acceptable Proof of 120 hours Classroom Instruction, Acceptable Proof of 40 hours of field training, Reciprocal Standards, Licensing Procedures

- **Other**

Staff acknowledged Vice-Chair Dave Pioli commented that there would be some overlap and there will be additional items needed to be added to the topic areas.

**K. Approval of Board Meeting Dates and Locations**

The Board approved the following dates for the next Home Inspector Meetings: October 9, 2008 and December 3, 2008.

**L. Other Business**

- Lawrence Pickard from the city of Des Moines discussed ICC (International Code Conference) standards.
- Don Norman from Kaplan Professional School welcomed the new board members.
- Alfred Booth of Eugene Inspection Service talked about standards of building codes.
- Dan Suomi, from the Washington Department of Agriculture addressed the board's questions regarding (1) overlap between Structural Home Inspectors and Home Inspectors and (2) limits of liability in contracts

Adjourn

Respectfully Submitted,

Lee Mallott  
Program Administrator